SERVICE CREDIT PURCHASE STATUS

The Service Credit Purchase Status application allows CalPERS Employers to view the status of Service Credit Purchase Requests and Elections requested by participants.

To gain access to the **Service Credit Purchase Status** application, an Account Administrator within your agency must modify a user's account to grant access to this application. Please refer to the **Account Administrator** section of the *ACES User Guide* for instructions on granting application access.

Service Credit Purchase Status information will be available once the following have been completed:

- **Step 1** - **Service Credit Purchase Request**
  The participant submits a "request" form to CalPERS for their specific service credit option. CalPERS verifies that they are eligible for this purchase, determines the actual cost, and develops payment and option information. This information is returned to the participant along with an election package.
- **Step 2** - **Service Credit Purchase Election**
  After reviewing the cost and payment information sent by CalPERS, the participant submits a formal election for the purchase.
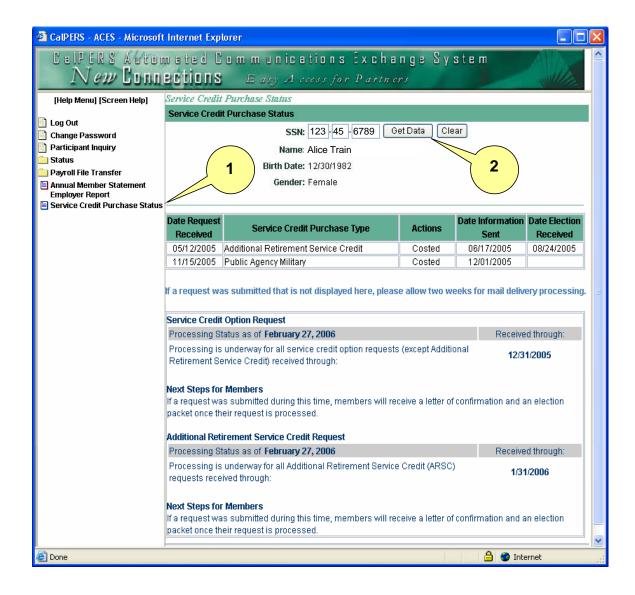
Service Credit Request Status
All requests for service credit purchase costs are processed on a "first in/first out" basis. However, special consideration is given to those participants who are retired or in the process of retiring. Cost information will be calculated based on account information as of the date the request was **received**. Once the completed election packet is received, final processing will take place and a confirmation letter will be sent by CalPERS.

For more information about purchasing service credit, please review the CalPERS Web site regarding Service Credit Purchase Options.

If you have any questions, please contact the CalPERS Employer Contact Center at **888 CalPERS** (or **888**-225-7377).

Accessing the Service Credit Purchase Status

1. Select *Service Credit Purchase Status* from the Navigation Tree.
2. Enter the participant's SSN and click **Get Data**.

SERVICE CREDIT PURCHASE STATUS DEFINITIONS	
FIELD NAME	DEFINITIONS
Date Request Received	Date the Service Credit Purchase Request was received by CalPERS
Service Credit Purchase Type	**Service Credit Purchase Types:** Service Prior to Membership Additional Retirement Service Credit Comprehensive Employment and Training Act (CETA) Contribution Adjustment Educational Leave of Absence Fellowship Layoff Service Prior to Membership Maternity/Paternity Leave of Absence Military Leave of Absence Optional Member Service Peace Corps or Americorps*Vista Prior Service Public Agency Military Public Agency Military – Retired Reclassification Redeposit of Withdrawn Contributions Sabbatical Leave of Absence Service Adjustment Service Leave of Absence Service Prior to Membership Settlement Agreement State and School Military State and School Military – Retired Temporary Disability Leave of Absence
Actions	**Actions:** **Suspense** - CalPERS is waiting on additional information such as payroll or certification before it can complete the member's request **Costed** - CalPERS has completed the request and mailed the service credit cost information to the member **Not Eligible** - The member was notified that they are ineligible to purchase the service credit type they requested **Incomplete** - CalPERS received an incomplete request form from the member. The member has been notified to complete a new request form and return it to CalPERS to be processed. Until a completed request form is received, CalPERS is unable to determine if the member is eligible to purchase the service credit type they requested.
Date Information Sent	Date confirmation letter is sent by CalPERS
Date Election Received	Date CalPERS receives election from the participant

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